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CIA-RDP70-00211R000200180002-7

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Report for Week Ending 25 June 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 31 actions requiring the printing of 325,750 copies or sets of blank forms. This represents a decrease of 7 actions and an increase of 39,425 copies or sets as compared to last week.

✓ (2) Seven new and six revised forms were approved.

(3) One form was redesignated.

(4) A six months report has been prepared covering the activities of the Forms Management Branch. This report, prepared primarily for the Acting Chief, Records Management Staff, will be used for his briefing the DD/S on 1 July 1958.

b. Intangible

✓ (1) Recommended disapproval of Employee Suggestion #58-522 proposing adoption of a coded 8" x 7" Cable Form on the grounds that file space would not actually be saved and the code would unduly complicate cable handling.

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(2) Assisted OCR [redacted] in his quest for instructions on the preparation of offset masters by referring his request to [redacted], PSD/OL. Mr. [redacted] had previously assisted Mr. [redacted] by giving him a verbal briefing. However [redacted] wanted printed material. [redacted] referred the problem to [redacted], DC/PSD. [redacted] obtained data from a manufacturer (A&M) and this data (individual handouts and blown up charts) are being given to [redacted] today.

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2. Assignments

a. Active

✓ (1) The annual project of printing the [redacted] Questionnaire has been received. This involves, for this year, the revision of 11 existing forms and the development of one new form. The requested delivery date on these forms is 25 July 1958.

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assignments

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(2) Mr. [redacted] has returned, to [redacted] via Chief, [redacted] DD/P, one of the forms he had received for coordination. He has requested that the form be revamped to provide more information. This appears to be indicative of Mr. [redacted] continued 25X1A9a
25X1X8 interest in [redacted] DD/P forms activities.

(3) Twelve new and twenty-five revised forms are pending.

(4) Eight Employee Suggestions are being evaluated.

3. News

a. I met with Gladys Jones, NA&RS, GSA to discuss Government-wide Forms Management activities. Three handbooks, now in the refinement-preliminary coordination stage, are being developed by GSA.

(1) Program Development.

(2) Analysis

(3) Design

I have been asked to review and comment on these handbooks. Also to furnish a sterilized case study or two for use in the forthcoming Forms Management workshops.

[redacted] 25X1A9a

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